



# CITY OF HOUSTON

## Job Posting

1	<b>Applications accepted from:</b>	<b>ALL PERSONS INTERESTED</b>
2	<b>Job Classification</b>	<b>(Two Positions)</b>
3	<b>Posting Number</b>	<b>DIVISION MANAGER</b>
4	<b>Department</b>	<b>PIN# 112605</b>
5	<b>Division</b>	<b>FINANCE &amp; ADMINISTRATION</b>
6	<b>Section</b>	<b>Financial Services</b>
7	<b>Reporting Location</b>	<b>Budget &amp; CIP Services</b>
8	<b>Workdays &amp; Hours</b>	<b>611 Walker, 11<sup>th</sup> Floor</b>
		<b>M - F, 8 a.m. - 5 p.m.*</b>
		<b>*Subject to change</b>
9	<b><u>DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS</u></b> Supervise assigned budget analyst in the coordination, implementation, administration and operation of the Annual Budget process, including the Five Year Forecast and Budget Priorities, Policies & Strategies. Will undertake in-depth analyses, make recommendations to management. Provide technical assistance, financial analysis, and budget analysis to various departments as necessary. Coordinates and conducts special projects. The ideal candidate will have strong written and oral skills, and be able to think critically and creatively. Must be detailed and able to participate in multiple assignments while supervising staff activities to successfully complete all assignments in a thorough and timely manner.	
10	<b><u>WORKING CONDITIONS</u></b> Position is physically comfortable.	
11	<b><u>MINIMUM EDUCATIONAL REQUIREMENTS</u></b> Requires Bachelor's degree in Business Administration, Accounting, Engineering or a closely related field to activities of the division.	
12	<b><u>MINIMUM EXPERIENCE REQUIREMENTS</u></b> Seven years of progressive professional closely related to the activities of the division are required, with at least three of the years in a supervisory capacity. A Master's degree in Business Administration, Public Administration or a field closely related to the activities of the division may be substituted for two years of experience. Directly related professional experience may be substituted for the education requirements on a year-for-year basis.	
13	<b><u>MINIMUM LICENSE REQUIREMENTS</u></b> None	
14	<b><u>PREFERENCES</u></b> Strong analytical abilities and extensive experience with financial analysis, budget review, and municipal accounting procedures. Current computer skills including Microsoft Word, Excel, and Power Point. Experience with SAP, Advantage Financial, Oracle Datamark Financial and BUDPREP is desirable. Ability to effectively communicate orally and in writing is essential.	
15	<b><u>SELECTION/SKILLS TESTS REQUIRED</u></b> None	
16	<b><u>SAFETY IMPACT POSITION</u></b> <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.	
17	<b><u>SALARY INFORMATION</u></b> Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range is: <div>Salary Range - Pay Grade 29 \$ 1,885 - \$2,757 Biweekly \$ 49,010 – 71,682 Annually</div>	
18	<b><u>OPENING DATE</u></b>	August 23, 2006
19	<b><u>CLOSING DATE</u></b>	Open Until Filled
20	<b><u>APPLICATION PROCEDURES</u></b> Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1 <sup>st</sup> Floor. For application status, please call 713.837.9249. <b>All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided. If assistance is needed, our TDD phone number is (713) 837-9471.</b>	
An equal opportunity employer		